COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures, sets forth policy, and outlines responsibilities for supporting AMC or AMC-gained transient aircrews at McGuire AFB. This base instruction supplements the rules and procedures set forth in Air Force Instruction (AFI) 34-246, *Air Force Lodging Program*, AFI 10-202 Volume 2, *AMC Command and Control Responsibilities and Procedures*, AMCI 34-1, *Prime Knight* and 21AFI 34-1, *Prime Knight*.

1. Purpose. This instruction establishes the McGuire AFB Prime Knight Program as required by AMCI 34-1. This instruction highlights specific actions accomplished at McGuire AFB to implement the Prime Knight Program and will not restate requirements established by AFI 34-1 or its supplements. These procedures do not take precedence over AFI 34-246 or AFI 10-202 Vol 2 and if a discrepancy occurs refer to the appropriate Air Force Instruction.

2. Overview. Prime Knight (PK) is a mandatory service provided to all AMC, AMC Gained or AMC Controlled aircrews. Time and conditions permitting this service will be extended to all transient aircrews. This service should allow the aircrew to proceed directly from the plane to their crew rest location, support them throughout their stay, and return to the aircraft from the crew rest location without unnecessary stops or disruptions. The coordinated efforts of aircrews, Command Post, Base Operations, Vehicle Management, Lodging, Food Services and Security Forces are required to support this program.

3. Appointments.

3.1. The Chief of Command Post will function as the Prime Knight Manager.

3.2. The Command Post Duty Officer and Operations Controllers will handle the Aircrew Coordinator functions.

4. Responsibilities.

4.1. The Prime Knight Manager will:

4.1.1. Ensure qualified personnel are available to meet each aircraft. All Command Post Duty Officers and Operations Controllers will be qualified to drive on the flight line and to collect classified material. Command Post will maintain a vehicle to provide this service. When periods of over-saturation occur the crew will be directed to the Command Post window to receive their PK packet and drop off classified material.

4.1.2. Ensure PK information packet is complete and up to date. The packet should be reviewed semi-annually to verify base map, on and off-base dining, operating hours, in-flight menu, and other information is correct, current and coordinated between Services and Transportation.

4.1.3. Review 24-hour dining plan and published transportation priorities semi-annually.

4.1.4. Ensure a viable self-inspection program exists for Prime Knight. The 305 AMW Prime Knight Self-Inspection Checklist (**Attachment 2**) will be conducted on a semi-annual basis.

4.2. The Aircrew Coordinator will:

4.2.1. Confirm receipt of orders for aircrews requiring PK service for the next 24 hours at the start of shift. If orders cannot be obtained then request crew count (number of officers/enlisted, male/female) during the three hour out call (or 30 minute out call as last resort).

4.2.2. Pass orders or crew count and ETA/ETB to the Lodging Office (4-3336, 3337, 3974) no later than three hours prior to arrival (30 minutes if three hour-out call is not received).

4.2.3. Notify Vehicle Dispatch (Hotline) of ETA/ETB when 30 minute out call is received and ensure Dispatch is informed mission is Prime Knight.

4.2.4. Notify Law Enforcement Desk (4-2001) of ETA/ETB when 30 minute out call is received if crew notifies Command Post of need to turn in weapons.

4.2.5. Assemble PK packet. Add GDSS Form 59, aircrew brochure, and PK critique to information provided by Lodging Office.

4.2.6. Contact Vehicle Dispatch (Hotline) when aircraft is on the ground.

4.2.7. Ensure the aircrew is met within 10 minutes of aircraft block in. The representative will have the PK packet, lodging information (to include non-availability statements or contacts if available) and the aircraft commander cell phone (when available during contingency operations). The representative will ensure transportation is standing by at the aircraft and be able to sign for classified material. If the aircrew cannot be met due to over-saturation inform the crew to proceed to the Command Post window for one-stop processing.

4.2.8. Pass aircrew requested outbound bus time to Vehicle Dispatch and Dining Facility access time to facility manager (if applicable, 4-2581, 3784) upon return to the Command Post.

4.2.9. Sign aircrew classified material over to the Base Operations representative via AF Form 1297, **Temporary Issue Receipt (305 CP Overprint)** (**Attachment 3**) upon return to Command Post.

4.2.10. Ensure aircrew orders are faxed to next crew rest location no later than 30 minutes after departure.

4.2.11. The Aircrew Coordinator will compile information on prior notice given, PK service provided and number of aircrews met at aircraft.

4.2.12. Critiques will be collected from outbound Aircraft Commanders when showing at Command Post prior to delivery of flight plans. The Aircrew coordinator will review critiques with the Aircraft Commander to clarify uncertain areas. A box is posted outside the Command Post window for critique drop off IAW AMCI 34-1.

4.2.13. Orders will be collected from all outbound 305th aircrews to facilitate PK service for crew while on missions. Requests for orders for 514th aircrews will be referred to the 514th Wing Operations Center (WOC). Orders will be maintained until the published FSRT.

4.3. The Lodging Manager will:

4.3.1. Assemble PK information to include as a minimum: McGuire AFB map, McGuire AFB Services map, McGuire/Ft. Dix Location map, Dining Facility hours, Hungry? Need a Service? Dining guide, In-Flight Kitchen Order Form, Air Force Inns USAF Services Critique (if on base lodging is provided), McGuire AFB quick telephone reference list, and McGuire AFB: A Guide pamphlet. The Lodging Representative will contact Vehicle Dispatch to transport the packet to Command Post no later than 30 minutes prior to ETA/ETB. Additional items to be included should be forwarded to the Prime Knight Manager for approval. The PK information will be reviewed at least semi-annually with the PK Manager.

4.3.2. Contact Vehicle Dispatch to transfer the PK information to the Aircrew Coordinator.

4.3.3. Pass aircrew orders received directly from aircrew to Command Post to ensure PK service.

4.4. The Food Services Representative will:

4.4.1. Review 24-hour dining plan with the Prime Knight Manager semi-annually.

4.4.2. Provide normal meal service within designated hours. Outside of normal service hours breakfast meals will be provided from 2100-0830L and lunch or dinner meals will be provided from 0830-2100L.

4.5. The Vehicle Management Representative will:

4.5.1. Review published transportation priority listing with the Prime Knight Manager semi-annually.

4.5.2. Arrange transportation for the PK information package when contacted by lodging.

4.6. The Airfield Manager will:

4.6.1. Notify the Aircrew Coordinator of aircraft land time within five minutes of landing.

4.6.2. Provide capability to receive aircrew classified material for storage from PK representative via AF Form 1297 (305 CP Overprint).

4.6.3. Maintain computer systems providing access to flight and mission planning tools.

4.7. The Security Forces Armory will maintain 24-hour capability to receive and store aircrew weapons.

5. Prime Knight Critiques and Reporting.

5.1. Critique Processing.

   5.1.1. Critiques will be provided with a copy of 21 AF/CC Prime Knight letter in the PK packet.

   5.1.2. Critiques will be collected from outbound Aircraft Commanders when showing at Command Post prior to delivery of flight plans. The Aircrew Coordinator will review critiques with the Aircraft Commander to clarify uncertain areas. A box is posted outside the Command Post window for critique drop off IAW AMCI 34-1.

5.2. Critiques Requiring Immediate Response. Critiques requiring immediate response will be forwarded by the Aircrew Coordinator to the Prime Knight Manager and the appropriate Squadron Commander(s) will be contacted via email for action. The Squadron Commander will have five (5) days to reply to the Prime Knight Manager. The Prime Knight Manager collect inputs and forward a reply to the Aircraft Commander, 305 AMW WG/CC, appropriate Group and Squadron Commanders and 21 AF/DOI.

5.3. All Other Critiques. All other critiques will be collected by the Aircrew Coordinator and forwarded to the Prime Knight Manager for the monthly report. Critique comments will be forwarded periodically throughout the month to facilitate process improvement in a timely fashion.

5.4. End of Month Reporting.

   5.4.1. The Aircrew Coordinator will compile information on total number of transients each month to include prior notice given, PK service provided and number of aircrews met at aircraft.

   5.4.2. All critique comments will be collected and forwarded to the appropriate Squadron Commanders no later than the 3rd day of each month. Comments should be reviewed to improve PK service and any applicable remarks should be returned to the Prime Knight Manager prior to the 5th of each month. Negative replies are required.

   5.4.3. The Prime Knight Manager will provide 21 AF/DOI appropriate metrics on critiques and corrective actions taken to meet established goals.

                                        TERESA M. PETERSON,   Brig Gen, USAF
                                        Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Instruction 34-246, *Air Force Lodging Program*

Air Force Instruction 10-202 Volume 2, *AMC Command and Control Responsibilities and Procedures*

Air Mobility Command Instruction 34-1, *Prime Knight*

21 Air Force Instruction 34-1, *Prime Knight*

Abbreviations and Acronyms

AC—Aircraft Commander

AFI—Air Force Instruction

AMW/CC—Air Mobility Wing Commander

ETA/ETB—Estimated Time of Arrival/Blocks

IAW—In Accordance With

OPR—Office of Primary Responsibility

PK—Prime Knight

Attachment 2

305 AMW PRIME KNIGHT SELF INSPECTION CHECKLIST

ALL PURPOSE CHECKLIST	PAGE 01	OF 02	PAGES

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA	OPR	DATE	
PRIME KNIGHT (PK) PROGRAM	305 AMW		
Reference: AMCI34-1, AMCI 34-1 21AF Supplement, MAFBI34-1	CID	20000215	

NO.	ITEM (Assign a brief explanatory number to each item. Draw a line across the sheet immediately below the last entry.)			
	PRIME KNIGHT MANAGER			
1.	Has the Wing Commander appointed a PK Manager? (AMCI3.1.2)			
2.	Are resources and funds available to implement and maintain a successful PK program? (AMCI3.1.4)			
3.	Has the PK manager developed a supplement AMCI34-1? Has the supplement been forwarded to HQ AMC and 21 ARDOF (AMCI Supp3.3.1)			
4.	Does the supplement outline the responsibilities of each base agency to provide PK services? (AMCI 3.3.2)			
5.	Does a responsible individual meet each aircraft within ten minutes of block-in with transportation, an Information Package (InfoPack) and proper documentation/packing material for classified? AMCI 3.3.3)			
6.	Do the InfoPacks include (AMCI 3.3.3-6/MAFBI 4.3.1) - Transportation Information - Lodging Information (On base-keys/Off base-contract) - Current Mission Cut - Base Information (including map and meal info) - Crew brochure - PK Critique - 21 AF CC letter			
7.	During times of saturation are plans established to have the crew pick up the InfoPacks at a designated location? (AMCI 3.3.3)			
8.	Are procedures established to handle Classified Material? (AMCI 3.3)			
9.	Is there a location where critiques may be deposited and is the PK manager tracking metrics using the collected critiques? (AMCI 3.3.5)			
10.	Is the PK manager compiling data and forwarding it to 21 ARDO INIT the 10th of each month? Are the critiques maintained for 13 months? (AMCI Sup4.3)			
	AIRCREW COORDINATOR			
1.	Is there an Aircrew Coordinator appointed? (AMCI 3.4)			
2.	Does the Aircrew Coordinator: (AMCI3.4 and sub-bullets/MAFBI4.2 and sub-bullets) - Confirm receipt of crew orders from previous RON at start of shift - Ensure crew rest accommodations are reserved - Secure transportation for arrival and departure - Coordinate availability of Dining Facility - Meet mission upon arrival - Ensure crew orders are sent to next RON station			
3.	Are orders maintained for aircrew away from home station? (MAFBI4.2.13)			
	LODGING MANAGER			
1.	Are procedures established to ensure adequate arrangements are available for transient aircrew? (AMCI 3.5)			
2.	Is there capability to process reservations 24/7? (AMCI 3.5.1)			
3.	Are there designated rooms blocked out for transient aircrew? (AMCI 3.5.2)			

AF FORM 2519, NOV 91 (EF-V2)   PREVIOUS EDITION WILL BE USED

Attachment 3

AF FORM 1297, TEMPORARY ISSUE RECEIPT (305 CP OVERPRINT)

Directions for Use

Fill in the labeled sections as directed below:

Issued to: Signature (CP Rep) – Self Explanatory

Issued to: Name, Grade, Orgn (CP Rep) – Self-Explanatory

Duty Phone – Not used for local form

Orgn Acct No. – Not used for local form

Issued By – Crewmember's printed name

Date of Issue – Date items received from crewmember

Return Date – Estimated date of departure

Stock Number – Seal number on received items

Description of Item – Physical description of received items (e.g. one sealed large blue bag)

U/I – Not used for local form

Qnty – not used for local form

Received From (CP Rep) – CP representative's printed name

Received By (Base Ops) – Base Ops representative's printed name

Signature (Base Ops) – Self-explanatory